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Central Intelligence Agency

Washington, D.C. 20505

DD/A Registry
89-0004X

28 DEC 1988

The Honorable Ann Dore McLaughlin
The Secretary of Labor
Washington, D.C. 20210

Dear Madam Secretary:

Transmitted herewith is the Central Intelligence Agency's Annual Occupational Safety and Health Report for Fiscal Year 1988. The report was prepared in consonance with Title 29, Code of Federal Regulations, Part 1960, and the guidelines provided in attachment to memorandum dated 6 September 1988 from the Director, Office of Federal Agency Programs.

I feel that the report reflects a very active and effective Occupational Safety and Health Program (OSHP) by the Safety Division, Office of Medical Services, as well as other components within the CIA. It is noted that lost time injuries increased from 118 in FY87 to 155 in FY88. Increased efforts were directed toward more prompt reporting of injuries, and part of the increase in lost time injuries is attributed to those efforts. There were no major fires. The overall OSHP was strengthened through the employment of a safety professional to implement a Motor Vehicle Safety Program.

Please be assured that our efforts are directed toward an Occupational Safety and Health Program that is in compliance with Federal Statutes and results in working environments as free as possible of safety and health hazards. Recruitment efforts are now being directed toward the employment of two additional industrial hygienists, two fire protection engineers, a fire protection systems technician, and a safety officer.

Sincerely,

STAT [redacted]

R. M. Huffstutler
Deputy Director for Administration

Enclosure

STAT C/SD/OMS/DA, [redacted]:ks (21 Dec 88)

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AGENCY ANNUAL REPORT

Occupational Safety and Health Program

Fiscal Year 1988

Name of Agency	Central Intelligence Agency
Address	Washington, D.C. 20505
Number of employees covered by this report	Covers the entire Central Intelligence Agency. The number of employees is classified.
Name of individual responsible for the Occupational Safety and Health Program of the Agency	Gary E. Foster
Telephone number of this individual	STAT
Title of this individual	Director of Medical Services

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1. Injury/Illness Data

A. The occupational injury/illness statistical data in this report are based on occupational injuries and illnesses incurred by Central Intelligence Agency (CIA) employees during FY88 for which reports were received in the Safety Division, Office of Medical Services (OMS), by 31 October 1988. CIA regulations require that each occupational injury/illness be reported to the Safety Division on internal accident/injury Form 2652A. Copies of each Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation), Form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation), and internal CIA Form 379 (a report for each employee treated in OMS for an occupational injury/illness) were received in the Safety Division to ensure every incident is recorded. The Safety Division also received computer printouts of each employee who took traumatic leave, number of days taken, and costs.

B. Attachment 1 reflects the fatalities, lost time injuries/illnesses, and leave costs during FY88, FY87, FY86 and FY85.

C. Attachment 2 reflects the types and numbers of lost workday occupational injuries/illnesses incurred during the past four fiscal years. There is an increase from 118 in FY87 to 155 in FY88. Slips and falls (39) continue to be the primary causes of lost time injuries, although they were reduced from 43 in FY87. The increase of 37 lost time injuries is due primarily to an increase of 14 motor vehicle injuries and an increase of 10 injuries incurred while handling material and equipment.

2. Accomplishments and initiatives implemented to improve the CIA's Occupational Safety and Health Program

A. The training and safety awareness of safety, health and fire protection professionals, as well as other employees and supervisors, were emphasized to increase their proficiency in the recognition and correction of existing and potential hazards within the work environments. Accomplishments include:

(1) Professionals in the Safety Division received 2,847 hours of specialized training which includes one employee in full time training.

(2) An employee of the Fire Protection Engineering Branch attended a four-week training course in the Office of Communications which concerned the installation and operation of the electrical systems within a typical telecommunication unit. This will ensure fire detection systems installed in these units will comply with applicable codes. Twelve technicians of another component were trained to service fire protection systems overseas.

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(3) Twenty-seven (27) courses, in addition to 67 special briefings, concerning safety, fire prevention and occupational health, were presented to CIA employees. The courses ranged from nine 5-day basic safety and health, three 3-day advanced safety and health, to shorter courses designed for specific employees and jobs. These courses reached 2,546 employees. Medical preparedness training (cardiopulmonary resuscitation (CPR) and first aid) was presented in 68 courses to 1,107 employees. One hundred and fifty four (154) employees at two major facilities also received training in either CPR or first aid.

(4) The Safety Division sponsored a hazardous materials 3-day course for 46 employees. The course was presented by two instructors of the Occupational Safety and Health Training Institute.

(5) Each new employee was given a one-half hour briefing regarding the CIA's Occupational Safety and Health Program.

(6) Employees were provided information and training regarding alcohol, drugs, emotional health and physical fitness through an Employee Assistance Program. Sixty-three (63) briefings (13 for supervisors) were presented to 2,735 employees and 570 supervisors. Exercises as medicine and exercises to prevent injuries were emphasized in 80 group and 549 individual briefings attended by 1,197 employees. A notice was also distributed to employees reminding them of the CIA's current policy on drug and alcohol abuse.

(7) Concern for the health of CIA employees was expressed to them upon request as follows: starter kits for home blood testing for diabetics; in-house testing for coronary risk; nutritional classes on weight reduction; cardiac blood profile with follow-up on low cholesterol diets; blood pressure monitoring and glaucoma tests; and stop smoking workshops.

STAT (8) Employee safety awareness was also promoted through distribution of [redacted] applicable safety brochures and publication of the Office of Medical Services quarterly "Newsletter."

(9) The Safety professional assigned to a major CIA component participated as class instructor in over 600 hours instruction in fire protection and use of emergency evacuation equipment. He also emphasized training in all phases of safety, health and fire protection, i.e., 450 employees were provided training in use of the resuscitator, fire extinguisher, emergency descent devices; special safety awareness briefings of employees and their dependents prior to overseas assignments.

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STAT (10) [redacted] outlining the CIA's Occupational Safety and Health Program and [redacted] regarding Radiation Safety were updated and published.

(11) Electronic messages containing information on fire safety in and emergency evacuation from private residences and the safe handling and storage of lead acid storage batteries were sent to each CIA facility overseas.

B. The effectiveness of the Agency's Safety and Health Program was evaluated formally through preparation of comprehensive reports. An Annual Accident Analysis Report was prepared for the Deputy Director of Central Intelligence, copies of which were provided to members of the CIA Occupational Safety and Health Committee. The annual report to the Secretary of Labor was reviewed and signed by the Deputy Director of Administration.

C. The identification, assessment and resolution of existing and potential safety, fire and health hazards were addressed as follows:

(1) Employed a safety officer with experience in motor vehicle safety, responsible for implementing CIA's Motor Vehicle Safety Program. Also employed a safety officer on a half-time basis to assist in the Safety Survey and Training Programs.

(2) Professionals (safety officers, fire prevention engineers, industrial hygienists) of the Safety Division conducted 92 comprehensive surveys of CIA facilities worldwide. An additional 100 inspections of a minor nature were also conducted, primarily as the result of accidents, employee complaints, suggestions and requests. Two safety professionals assigned to other CIA components conducted 30 surveys in addition to 230 inspections conducted by the safety/security officers of one of the components.

(3) The Safety Enhancement Program, initiated in 1983 to provide safety/health/fire protection equipment necessary to improve the working environments of CIA employees worldwide and residential environments overseas was accelerated. Under the program, which was funded by STAT the Safety Division, [redacted] were issued. An additional $388,000 was spent for safety/fire protection supplies and equipment by safety professionals assigned to two other CIA components.

(4) Initiated comprehensive noise and radiation hazard evaluations of regional communication bases. Also conducted a special two-week audiometric testing program for applicable employees at an overseas facility.

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(5) Designed and installed fire detection and alarm systems in two major communications facilities as well as fire detection devices in two CIA facilities overseas. Also assisted in the installation of the first halon fire suppression system in an overseas CIA facility. A fire retardant chemical was tested at several overseas sites and proved very effective. It is now being used.

(6) Asbestos, lead in drinking water and radon were also areas given special attention.

(a) Twelve asbestos surveys were conducted at domestic and overseas facilities. The surveys included sample collection, air monitoring analysis, inspection of physical condition and evaluation of abatement procedures. Asbestos was removed from eight areas based on the surveys. A three-month project involving the removal of ceiling tiles containing asbestos from an eleven-story building was monitored without incident. Asbestos was removed from two additional areas of the CIA Headquarters Building as the result of a CY87 survey.

(b) Sixty seven samples of drinking water in 25 CIA domestic and overseas facilities were analyzed for the presence of lead. Six fountains were taken out of service. The drinking water in all CIA facilities in the Metropolitan D.C. area have now been tested for lead.

(c) One hundred radon detectors were utilized in eighty domestic and overseas facilities. No hazardous levels of radon were detected.

(7) The following actions were taken by personnel at four major facilities to promote the CIA Occupational Safety and Health Program and ensure safer working environments at those facilities:

(a) Employed three additional firefighters and two security employees with collateral safety duty.

(b) Certified 141 employees in cardiopulmonary resuscitation (CPR) and 31 in advanced first aid. Refresher first aid training was provided to fire department employees and two were certified by the Commonwealth of Virginia as Emergency Medical Technicians.

(c) Fire Department personnel conducted either monthly or quarterly inspections of each building. Safety/fire inspections were also conducted by Security personnel during their inspections each night. The Medical officers inspected the mess halls and dormitories and took water samples each month.

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(d) Classes in fire prevention and fire fighting techniques were held during Fire Prevention Week. Fire drills were conducted and literature promoting fire prevention was distributed to employees. Fire department personnel at one facility expended 740 hours to the training of employees.

(e) Fire detection and protection systems were installed or updated in 11 facilities and areas.

(f) Eight firefighters were certified for Level 1 Hazardous Materials Response. Three firefighters and three engineering employees attended a 3-day course on hazardous materials handling.

(g) Two very old underground gasoline storage tanks were removed to prevent leakage.

(h) Approximately 60 percent of electrical facilities at one facility were upgraded and placed underground.

(i) Reflective vests were purchased for use of walkers and joggers.

(j) Illumination surveys were conducted which resulted in the installation of eight emergency lights in the buildings and increased lighting in a parking lot.

(k) Safety awareness and fire prevention briefings were provided to each employee.

(l) The Occupational Safety and Health Committee at one facility met quarterly and addressed a broad range of safety topics. It also met with a representative of the hazardous waste removal contractor regarding the handling and disposition of hazardous waste.

(m) Budgeted $15,985 and purchased: a microprocessor audiometer for audiometric testing; a reflotron machine for regular cholesterol checks; a VCR and TV monitor to be connected to cable for employees to view the CNN Lifeline Program; an infrared thermometer which allows infrared scans to be performed on electrical equipment to pinpoint potential hotspots; closed circuit television which allows constant surveillance of an area of several mechanical failures with resulting smoke in the past.

(n) Expended $26,438 for contracts to ensure safe packaging and transportation of chemical compounds during a relocation and to dispose of radioactive materials.

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(o) Expended $21,000 for the purchase of safety related equipment and modifications.

(8) The safety and health of CIA employees in their work environments were considerably improved through the dedicated efforts of the Office of Logistics (OL) personnel.

(a) Efforts directed to employees in a printing and photography facility include:

(1) Seventeen employees attended the five-day Basic Safety and Health course; nine attended the Advanced Safety and Health course and eight attended a Hazardous Materials course.

(2) Noise surveys were conducted in the press bench and bindery areas and employees in those areas had audiograms.

(3) Periodic tests were conducted in areas where solvents and chemicals were used to ensure adequate ventilation.

(b) Identified, labeled and then encapsulated or removed asbestos thermal insulation from the piping and duct systems in the mechanical rooms of the CIA Headquarters Building.

(c) Labeled the electrical vaults housing electrical transformers containing PCB in the CIA Headquarters Building.

(d) Let a contract to study and identify the cause of the activation of the explosion suppression system of the Hammermill paper destruction plant.

(e) Conducted flow rates of all fire hydrants in the CIA Headquarters Compound. This was done in conjunction with fire protection engineers of the Safety Division.

(f) Continued emphasis was placed upon the importance of and management's concern for employees of a major depot. Courses in the safe operation of motor vehicles, forklifts and other types of equipment were held for employees. Additional films, slides and video presentations on a wide variety of safety related subjects were held for employees and supervisors. Safety inspections were conducted on a regular basis and deficiencies were corrected promptly. The need for personal safety equipment, especially safety shoes and glasses, was closely

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monitored and they were provided to employees as appropriate. Notices were provided to all employees regarding Fire Prevention Week, the fire and evacuation plan was updated and published and a fire drill was held.

(g) Published a notice to Office of Logistics employees advising of the establishment of an OL Safety and Health Committee responsible for a uniform safety and health program within OL. Members and responsibilities were included in the notice.

3. Occupational Safety and Health Plans, Goals, Objectives, and Significant Initiatives for FY 1988

A. Increase the professional staff of the Safety Division by hiring a chemist, two industrial hygienists, two fire protection engineers, a fire protection systems technician and a safety officer.

B. Conduct comprehensive noise and radiation surveys of the remaining Regional Communication Facilities.

C. Implement a computer program to manage personal exposure data for employees who are occupationally exposed to asbestos, noise and ionizing radiation.

D. Continue programs of: testing water for lead; asbestos analyses and removal as necessary; and testing for radon.

E. Continue emphasis on comprehensive safety and health surveys by conducting at least one hundred.

F. Install fire alarm, detection and suppression systems at two Office of Communications receiver and transmitter sites. Funding has been initiated.

G. The training of employees in various aspects of safety and health will continue as follows:

(1) Develop a one-day course for employees and dependents scheduled for overseas assignments.

(2) Conduct briefing of management personnel outlining their responsibilities under the Occupational Safety and Health Program prior to their departure for assignments overseas.

(3) Conduct seven 5-day Basic Safety and Health Courses, one of which will be for the mobility impaired and four 2-day Advanced Safety and Health Courses.

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(4) The safety officer assigned to a major CIA component expects to begin publication of a safety newsletter.

H. Goals of various components within the Office of Logistics include:

(1) The training of all levels of supervisors to include inspections, accident investigations, skills training and job instruction at a major depot.

(2) Approximately $600,000 is budgeted for the upgrade of illumination in two buildings and the upgrade of air conditioning in high physical activity areas in one of the buildings.

(3) Applicable employees of the depot will participate in a radioactive materials handling/storage training course now under development.

(4) Develop and implement a plan for encouraging the use of safety belts and measuring levels of compliance as expressed in E.O. 12566.

(5) Determine the feasibility of installing a sound warning device in the press and bindery area that will alert employees when noise levels exceed regulated limits and hearing protection must be worn.

(6) Schedule new employees, and present employees who have not taken the course within the past five years, for attendance at the 5-day Basic Safety Course.

(7) Establish a safe driver of the month program for motor pool drivers. Over the road motor vehicle operators will be instructed in operator vehicle inspection and maintenance through refresher courses.

(8) Remove all electrical transformers containing PCB oil from the CIA Headquarters Compound.

(9) Continue with the program to identify, encapsulate and/or remove asbestos as appropriate.

(10) Replace leaking and deteriorated underground fuel storage tanks in accordance with guidelines of the Environmental Protection Agency.

4. Accomplishments and initiatives to carry out Executive Order 12566 concerning the use of safety belts

A. Provisions of E.O. 12566 were included in CIA's policy statement regarding the use of safety belts which was published in CY 1987. All operators and passengers in official vehicles are required to wear safety belts.

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B. Distributed 2,500 brochures encouraging employees to use safety belts.

C. Posted signs at compound gates reminding employees to buckle safety belts.

D. Analyzed each motor vehicle accident report to determine the extent of safety belt use. Each operator was using the safety belt at the time of the accident.

E. The safety officer employed during FY88 to implement the CIA Motor Vehicle Safety Program will also have responsibility for the administration of E.O. 12566.

F. Conducted a survey over a 30-day period to ascertain the extent of safety belt use by operators of personal motor vehicles departing a facility compound. Sixty four (64) percent were using safety belts. A policy was then adopted whereby non-belted operators were reminded to use safety belts.

G. Inspected each piece of fire fighting apparatus at various CIA facilities to ensure installation of safety belts.

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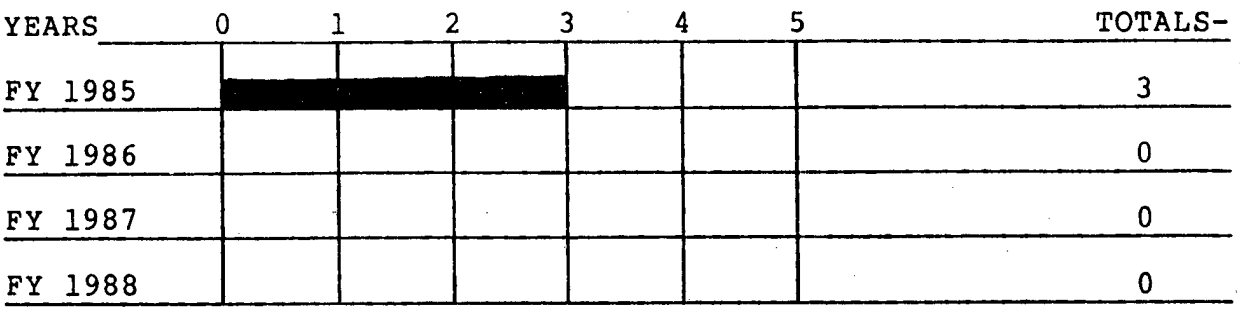
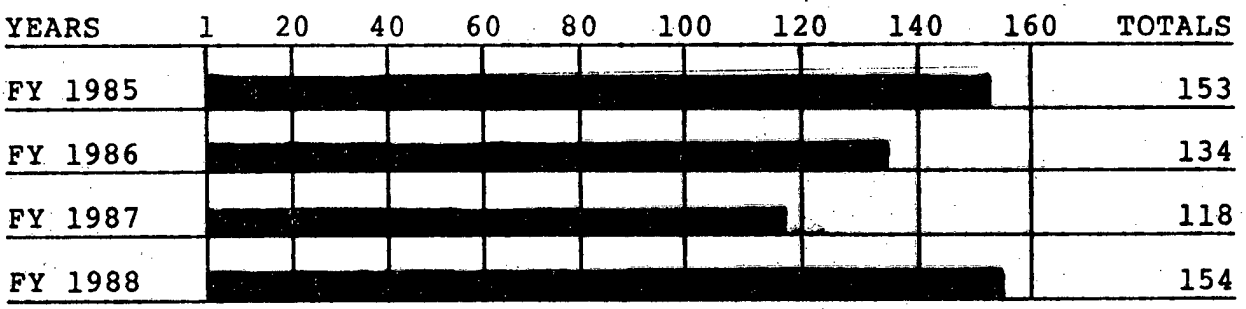
ATTACHMENT 1

OCCUPATIONAL INJURIES AND ILLNESSES

FATALITIES

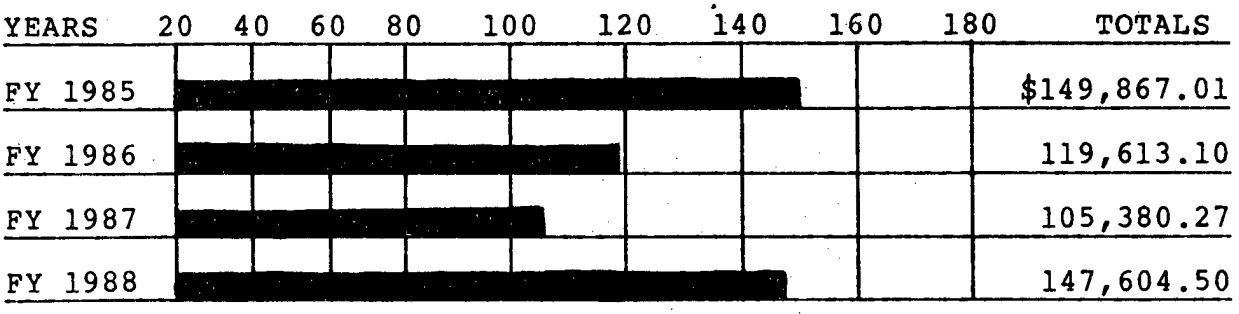


LOST TIME INJURIES & ILLNESSES



LEAVE COSTS

THOUSANDS OF DOLLARS



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OCCUPATIONAL INJURIES AND ILLNESSES

LOST WORKDAY CASES

CAUSE	FY1985	FY1986	FY1987	FY1988
Aircraft	0	0	0	1
Watercraft	0	0	0	0
Motor vehicle (collision)	6	11	6	16
Motor vehicle (non-collision)	0	0	2	6
Office involving:				
Safes & vaults	1	1	1	6
Falling supplies & equipment	6	6	1	0
Handling supplies	5	3	0	2
Handling equipment	7	3	1	2
Striking against equipment	4	5	3	3
Miscellaneous	1	1	1	3
Fire	0	1	0	0
Electrical	0	0	0	1
Dust, gas, chemical	1	0	2	4
Slips & falls:				
Stairways & steps	10	12	7	5
Sidewalks, walkways & curbs	13	4	5	2
Floors & hallways	23	19	13	14
Roads & parking lots	62 9	52 6	43 2	39 0
Ladders, stools & equipment	7	10	10	11
Miscellaneous	0	1	6	7
Lifting	15	20	24	20
Falling & flying objects	6	7	8	5
Hand tools	1	1	1	0
Machinery	1	2	3	4
Striking against materials & equipment non-office	0	2	5	5
Handling material & equipment non-office	10	10	3	13
Ordnance	1	0	0	0
Training	7	5	4	12
Occupational diseases:				
Gastro-intestinal	1	2	0	0
Hepatitis	3	0	1	2
Malaria	0	0	0	1
Tuberculosis	0	0	0	0
Miscellaneous	9	1	2	5
Miscellaneous	6	1	7	5
TOTALS	153	134	118	155

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